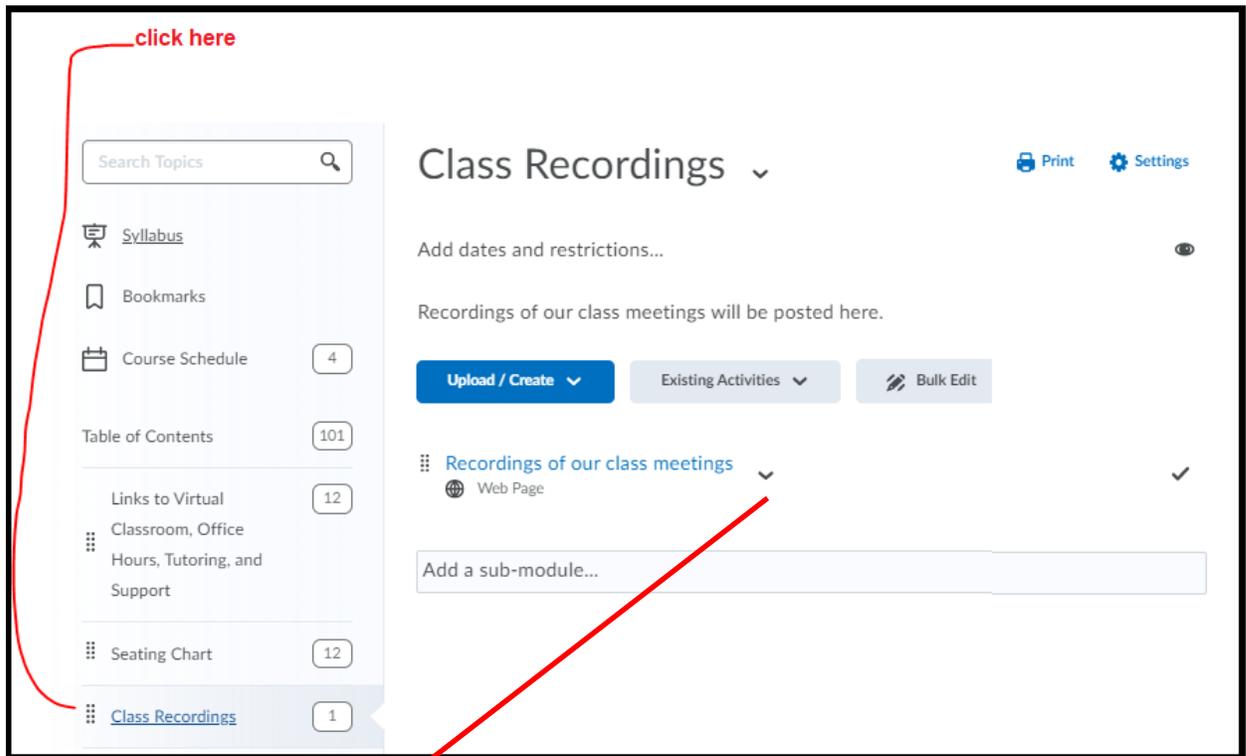


How to post your classroom recording in Brightspace

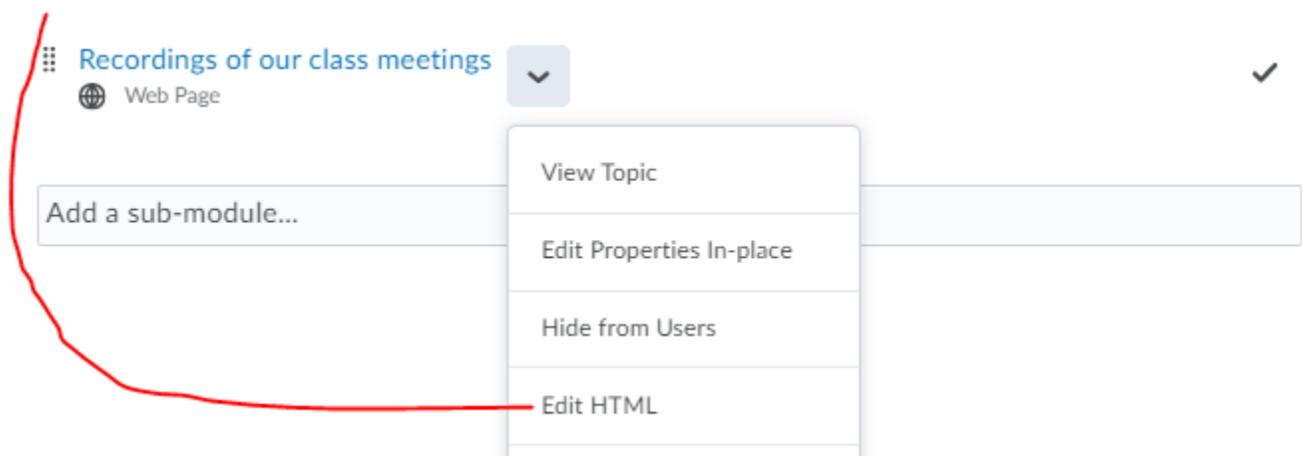
1. Once in the Brightspace course, click on **Content** at the top of the screen on the black Nav Bar



2. Click on **Class Recordings** on the left Table of Contents panel



3. Click on the pulldown menu next to **Recordings of our class meetings** and then select **Edit HTML**.



You could also click on the word **Recordings of our class meetings** and then click on



- First get the link to your recording and use CTRL C (Windows) or ⌘ C (Mac) to copy the video link. If you don't do this now, you can do it later at the last step.
Note: If it is a Kaltura link, click on <https://www.pfw.edu/streaming-media> and login. Go to My Media follow the directions shown [HERE](#) starting with Step 2 to make it Unlisted and to use Share. Do not embed a Kaltura video. Share a link. Embedding Kaltura videos make the Brightspace page load VERY slowly. (However, embedding youtube videos are fine.)
- Highlight the link to the text you want to link, such as that shown below.

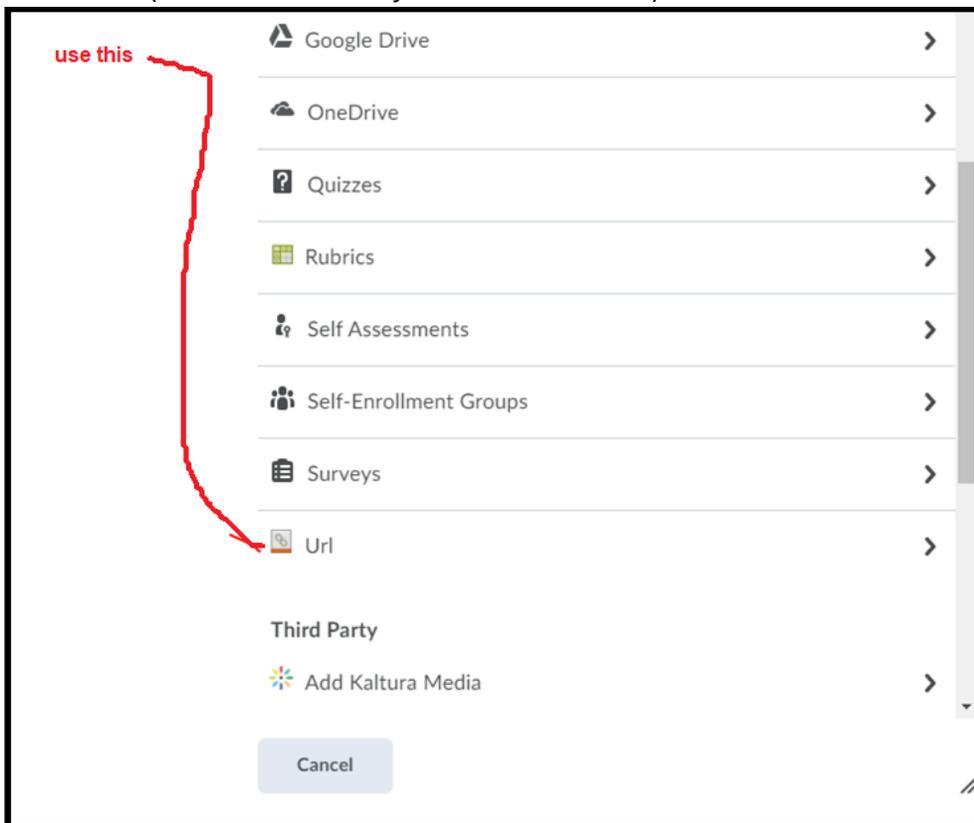
The screenshot shows a rich text editor interface. At the top is a toolbar with icons for video, image, link, and other functions, along with text formatting options like bold, italic, underline, and font settings. Below the toolbar, the text "Class Recordings" is followed by a note: "As recordings are made they will be posted below." There are two sections, "Week 1" and "Week 2", each containing a list of links to classroom recordings. A red horizontal line highlights one of the links in the Week 1 list. A red arrow points from the text "highlight the words you want to link" to this highlighted link. At the bottom of the editor, there is a path field, a "Change Path" button, a checkbox for "Notify students that the content has changed", and three buttons: "Save and Close", "Save", and "Cancel".

- Click on  to Insert Quicklink.

This screenshot focuses on the toolbar of the Brightspace editor. A red arrow points to the link icon (two interlocking rings). A tooltip box with a white background and a black border appears over the link icon, containing the text "Click HERE to Insert Quicklink". Below the toolbar, the same "Class Recordings" section is visible, showing a list of links. The rest of the editor interface is partially visible at the bottom.

There are many options here which allow embedding and link sharing but many currently contain bugs We want to use the one that says Url.

7. Scroll to Url (which stands for *uniform resource locator*) and select it.



8. Complete the box with the **URL** and the **Title** and select **New Window**. Then click on **Insert**.

